



## CCA Annual Policies Agreement

As an organization, Cornerstone Christian Academy is committed to honor God and His Word above all. With a mission for EVERY subject to be taught with THE TRUTH of the Bible faithfully and relentlessly INTEGRATED, with LOVE and SOUND DOCTRINE, we pray that the way we operate, and every bit of knowledge learned at Cornerstone Christian Academy would point EVERY person (students, instructors alike) into greater WONDER and LOVE of our Creator, and conviction of the heart to freely FOLLOW and SERVE Jesus, as Savior and Lord, in freedom and hope of the Gospel - for His Glory!

In line with this, Cornerstone Christian Academy is committed to creating an environment that helps its mission to thrive!

### **Key Premises:**

1. Treatment of other people (fellow students, instructors and staff) must always be respectful.
2. The facility and all property will not be abused.
3. Each student is responsible for attending class (as Cornerstone is an “open” campus).
4. Each student is responsible for his/her own personal possessions.
5. Each student is accountable for his/her own actions.
6. Each student must use the restroom associated with their biological sex.
7. Each student's dress and actions should encourage others to Godliness.
8. First and foremost, base everything in love of God and others

**Matthew 22:37-40** “And he said to him, “You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets.”

**Romans 12:10** “Love one another with brotherly affection. Outdo one another in showing honor.”

*Except where noted, the consequences for each category will fall under the General Infractions Procedure.*

## Usage of Facility and Physical Surroundings

### **Church Property**

We are grateful for Heartland Evangelical Free Church, whose facility we are using. Staff, students and families agree not to engage in any activities or promote any teachings that would bring scandal to God and His Word, Cornerstone Christian Academy and/or Heartland Evangelical Free Church as our host. *Students and parents hold responsibility for the students' attendance on class days.* Students will respect the physical surroundings of the CORNERSTONE building and landscape (tables, chairs, walls, carpet, grass, parking lot, etc.). Students must stay in designated CCA areas in the building at all times while on campus. While in session, students must be in the room of their enrolled class, or in designated study hall areas.

### **Arrival Protocol**

- Arrive no earlier than 10 mins. prior to your first scheduled class session of the day, unless special permission has been given.
- Go immediately to class and wait quietly for class to begin.

### **Departure Protocol**

- Final pickup time is 3:45 pm on Mondays (after classes end).
- Anyone still remaining on-site after this time can cause after-hours conflict of schedule for the administration, so *thank you for your promptness!*

### **Lunch Time Guidelines**

1. Good Stewardship: Students will clean up messes, throw away trash/containers inappropriate receptacles, wash/load dirty dishes used and accept responsibility for their own personal possessions (bags, bottles, utensils, etc.)
2. Tables should be wiped clean of any crumbs or liquid.
3. Food allergies present at Cornerstone. **Please be conscientious of others around you.**
4. Students are free to eat lunch in the building or off campus at another establishment with parents' permission.

### **Parking Lots**

- No sitting in cars in the parking lot without adult supervision.
- Be watchful of pedestrians when in parking lot - Safety First!

### **Sports Equipment**

Skateboards are not allowed inside the building or on the property.

### **Pets**

No pets allowed, generally.

### **Beverages**

Water and clear liquids only should be in the building where there is carpet.

### **Prohibited Substances and Weapons**

- No warning will be given in this category.
- Tobacco, drugs, alcohol, weapons, and fireworks are not allowed in the building or parking areas.
- Weapon list includes but is not limited to jackknives, box-cutters, blades of any length, and any weapon that could or simulates the firing of a projectile including guns of any type.
- Anyone discovered with possession of any of these items during operating hours is subject to possible expulsion from CORNERSTONE for the semester WITHOUT REFUND.

### **“Open” Campus Explanation**

Cornerstone Christian Academy is an open campus similar to a college experience with students arriving and departing for different classes during the day. Therefore, students and parents hold responsibility for attendance and whereabouts on class days. PARENTS WHO ARE CONCERNED ABOUT THEIR STUDENT’S WHEREABOUTS, SAFETY AND BEHAVIOR IN AN “OPEN” CAMPUS ARE WELCOME TO STAY AND BE PRESENT DURING OPERATING HOURS.

## Visitors

For the safety of those within our facility space:

1. Unregistered friends or relatives are not welcome to attend with your student unless prior arrangements have been made with Cornerstone Staff.
2. Other unrecognized people in our space at Cornerstone will be asked to leave immediately and reported to the police if unwilling to depart.
3. Parents must check in with the on-site administrator for the purpose of visiting a class in session.

## Inside the Building

1. Students in the building must be within the designated space.
2. If a student is discovered by ANY responsible adult to be beyond the designated areas, the students will be brought to the on-site supervisor, and is expected to come willingly.
3. Cornerstone staff and instructors do not have the authority to give students permission to leave the campus and neither will we keep track of whether or not your child is permitted by you to leave the campus and/or ride with another student. Parents are responsible for this.

## Outside the Building

1. There are student drivers arriving and departing from the Cornerstone open campus
2. Cornerstone staff and instructors do not have the authority to give students permission to leave the campus and neither will we keep track of whether or not your child is permitted by you to leave the campus and/or ride with another student. Parents are responsible for this.

## General Conduct Expectations

### In the Classroom

Each instructor has the responsibility and authority to set behavioral expectations in order to maintain an educational setting that provides for effective learning without inappropriate disruption. In these individual settings, each student is to comply with each instructor's requirements with the understanding that there will be variances between classes.

- Required textbooks must be acquired and used for the class.
- Attendance to enrolled class is expected if students are on campus. If absent, students/parents are asked to communicate with the instructor. *Students and parents hold responsibility for attendance on class days.*
- Cheating is not tolerated, **including improperly using AI to complete assignments** (such as ChatGPT).
- Students must acquire curriculum required for the class.
- Students must complete assignments given.
- Cheating, perpetual missing or incomplete assignments, and a pattern tardiness may result in removal from class without refund.

### Verbal and Bodily Character

1. Bathroom humor and crude language is not permitted.
2. Sexually, ethnically orientated jokes, comments or name-calling is prohibited.
3. Inappropriate gestures will not be tolerated.
4. Calling other people names other than their legal name or personally stated nickname is prohibited.
5. ANYTHING communicated verbally or nonverbally that is deemed inappropriate will be disciplined.

6. Cornerstone's goal is to keep all students free from physical harassment of any kind.
7. No inappropriate physical display of affection (PDA)
8. No inappropriate, sexual touch
9. No rough housing, wrestling, lifting, punching, kicking, bumping, tickling, etc.

**Ephesians 5:4** *"Let there be no filthiness nor foolish talk nor crude joking, which are out of place, but instead let there be thanksgiving."*

**James 3:10** *"From the same mouth come blessing and cursing. My brothers, these things ought not to be so."*

**Proverbs 18:2** *"A fool takes no pleasure in understanding, but only in expressing his opinion."*

**James 5:2** *"But above all, my brothers, do not swear, either by heaven or by earth or by any other oath, but let your "yes" be yes and your "no" be no, so that you may not fall under condemnation."*

**Philippians 4:8** *"Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things."*

## Modesty and Dress Code

### Upper Body:

- No spaghetti strap tank tops or strapless shirts
- Tops and bottoms must overlap so midriff skin is not exposed, even when sitting or raising arms.
- Girls must wear bras; no straps showing.
- Necklines should not be revealing.
- Dress must be appropriate to the biological sex of the student.

### Lower Body:

- All lower body apparel must be no higher than mid-thigh.
- No underwear showing. This includes but is not limited to boxers and bras.
- No rips or tears in clothing exposing underwear.
- Dress must be appropriate to the biological sex of the student.

**Romans 12:1** *"I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship."*

**Proverbs 31:30** *"Charm is deceitful, and beauty is vain, but a woman who fears the Lord is to be praised."*

**1 Peter 3:3-4** *"Do not let your adorning be external—the braiding of hair and the putting on of gold jewelry, or the clothing you wear— but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious."*

**1 Corinthians 6:19-20** *"Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body."*

### Provision for Dress Code Infractions

1. Students will be given and required to wear an XL t-shirt by the on-site administrator for upper body infraction.
2. Students will be required to contact parent to bring appropriate lower body dress. This will make it possible for students to still attend class.
3. Student will not attend class and must exit premise if chooses not to comply to the above

# **Student Phone & Electronic Device Policy**

## **(Cell Phones/Technology/Laptops/Etc)**

In effort to maximize the learning environment, and foster face-to-face relationships, Cornerstone Christian Academy has prayerfully adopted the following policy for phones and electronic devices.

Cornerstone Christian Academy recognizes that though our electronic devices can be used as tools to accomplish good, there are also natural tendencies toward a phone-addicted life, and following lures and temptations within games, streaming movies, social media, etc that promote sexual immorality, sorcery, witchcraft or dark themes that are not in alignment with (and distract from) Cornerstone Christian Academy's goals to teach and train in Truth.

In general, students (along with staff and instructors) are to refrain from using content on electronic devices that is not God-honoring and is not conducive for all ages at Cornerstone Christian Academy.

### **Cell Phones & Internet-Connected Devices**

- During school hours, students are encouraged to leave cell phones and internet-connect electronic devices at home. However, if needed, they can be used respectfully for academic purposes during student lounge/study hall, or in class only if directed to do so by the instructor.
- Cell phones/electronic devices and ring tones should not be heard in hallways, classrooms, etc
- Taking pictures, video, or sound recordings of anyone, without their permission, is strictly prohibited.
- Posting pictures, video, or sound recordings of others on any social media platform/sending via text or email, without their permission, anytime (even when Cornerstone is not in session) may result in expulsion and/or revocation of membership. This includes, but is not limited to, Facebook, Instagram, Snapchat, TikTok, Pinterest, Twitter, YouTube, etc.

### **Non-internet-connected Devices**

- Students are allowed to use their non-internet-connected devices (headphones, earbuds, MP3 players, gaming devices and any other electronic devices such as these) on campus before school, lunch, and study hours respectfully.
- Students are not allowed to listen to music on their personal devices, game, etc. while in class.

### **Permission based on Need**

- Students are generally not allowed to use social media, etc while in class. Research does not support this practice as a strategy for student success, and Cornerstone Christian Academy strives to maximize students' learning potential and atmosphere for excellence.
- If, however, a student is given express permission from his/her teacher to use a cell phone, in class, for an educational-purpose only, that is allowable.

### **Provision for Cell Phone or Device Infractions**

If a student is found using a cell phone or electronic device against policy during the restricted times, the following procedures will be implemented:

1. Cell Phone/ electronic device will be confiscated and returned to the student at end of the day.
2. If there is persistent abuse of this policy or distraction, a parent/student conference will take place with the administration to determine next steps.

CORNERSTONE CHRISTIAN ACADEMY IS NOT RESPONSIBLE FOR LOST, STOLEN OR BROKEN CELL PHONES, AND WILL NOT PAY FOR PHONES THAT ARE LOST, STOLEN OR MISPLACED.

# Discipline

**Ephesians 5:10 “and try to discern what is pleasing to the Lord.”**

The word “try” is important here. God knows and CORNERSTONE knows that no one is perfect. Cornerstone students are not characterized by disobedience. The basis for discipline at Cornerstone is that we are all working towards behavior that honors God, other people and their possessions.

There will be NO TOLERANCE for willful behavior that contradicts the premises on which this Code of Conduct is based. Cornerstone retains the right to follow discipline procedure when needed, and with situations not previously mentioned. The procedure used will depend on the perceived severity of the offense. While our goal and intention is to use the disciplinary procedure for all situations, we recognize that a situation may arise that requires immediate expulsion of a student. In that event, Cornerstone reserves the right to expel a student immediately or on short notice with or without explanation to maintain safety and order.

## General Infraction Procedure

### 1st Offense – Steps

1. Remind the student of the expectation.
2. Separate from the other students immediately, if deemed necessary.

### 2nd Offense – Steps

1. Send the student to the on-site administrator for the remainder of the period.
2. The staff who responded to the offense will notify the parent of the inappropriate behavior at the end of the day by e-mail or by phone.
3. Parent/s need to respond by email or phone to the instructor or on-site administrator acknowledging the concern and having discussed appropriate behavior with their student. Student(s) will make restitution or apologies, if requested.
4. Should this set of steps need to be followed two times with the same student, either by the same or different person, within fall and/or spring semesters, Cornerstone will hold a conference with the parent/s and student/s to determine if the student/s will be allowed to continue attending Cornerstone.

## Major Infraction Procedure

(Bodily Contact, Inappropriate Touch, Dress Code, Music, Parking Lot, Pets, Physical Surrounding, and Verbal)

**1st Offense:** The student and parents will be notified immediately.

**2nd Offense:** The student will leave the premises for the remainder of the day. Student drivers will exit by themselves with parent notification. Non-Student drivers will exit by parent pick up with parent notification.

**3rd Offense:** The student will be expelled from all classes for the semester WITHOUT REFUND.

*Cornerstone Christian Academy reserves the right to adjust disciplinary measures as a situation requires.*

## Conclusion

Thank you for absorbing and agreeing to these policies – which are **vital to** staying on mission at Cornerstone Christian Academy, and having a thriving environment for our students, to the Glory of God alone!